



# भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, ALLAHABAD

(A Deemed to be University Established under Sec.3 of UGC Act, 1956 vide Notification No. F.9-4/99-U.3 Dated 4/08/2000 of Govt. of India)

(A center of excellence in Information Technology established by Ministry of HRD, Govt. of India)

Deoghat Jhalwa, Allahabad – 211 011 (U.P.), India

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## Enquiry for Hiring of Audio/Video System

Ref. No. : IIIT-A/ENQ/DR(E)/1893/ 2014

Date : 20<sup>th</sup> November 2014

To,

M/s. ....

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Sir,

The Institute intends to **HIRE** the following on the Occasion of “7<sup>th</sup> Science Conclave 2014” organized from **08.12.2014 to 12.12.2014** at IIIT-A. Kindly quote your rates of these items as per below mentioned specifications:-

S.No.	Item		Soft copy per photo rates Rs.	Hard copy per photo rates Rs.
1.	<b>Photography of Auditorium-Cameraman:</b> 02 (1 auditorium only, 1 for other events) <b>Days:</b> 5 days <b>Time:</b> 8:00 AM to end the programs <b>Expected number of photos:</b> about 500/day <b>Camera type:</b> 20 MP DSLR	<b>Photo/Rates</b>		
		<b>Album rates for 250 photo</b>		
			<b>Soft copy CD/DVD rates Rs.</b>	
2.	<b>Videography of Auditorium-Videographer:</b> 01 (1 auditorium) <b>Days:</b> 5 days <b>Time:</b> 8:00 AM to end the programs <b>Video Type:</b> Digital	<b>Per CD/DVD</b>		
<b>Professional operator for S.No. 1 &amp; 2</b>				

You are requested to send the quotation by courier/speed post and also by email with complete details of specifications, terms & conditions etc. **upto 25/11/2014 till 6:00 PM.** Rates should be quoted with all taxes inclusive.

### Note:

- F.O.R. destination at IIIT-A, Deoghat Jhalwa, Allahabad.
- Enquiry/tender must be quoted in prescribe format.
- May feel free to contact on E-mail **info.purchase@iiita.ac.in**, Ph. No. : 0532-2922051.
- In view of wide publicity the details are also available on our web site (www.iiita.ac.in), may be seen.
- Rate quoted should be inclusive of all taxes.
- The lowest rate will not be the basis of claim to get the order.
- No. of quantity is approx. and may increase or decrease as per need.
- Services/equipments will be arranged by firm rendering service.
- Hiring of above items will be completed within 03 days from the receipt of the order. If, the supply delayed beyond the stipulated time of completion of supply penalty of 10% the total cost may be imposed at the discretion of the competent authority.
- It is mandatory to mention enquiry reference number, subject, due date contact address etc on your quotation. Incomplete quotation will not be accepted.

(Dr. Seema Shah)  
Deputy Registrar (E)

### Copy to:

- Hon'ble Director for kind information.